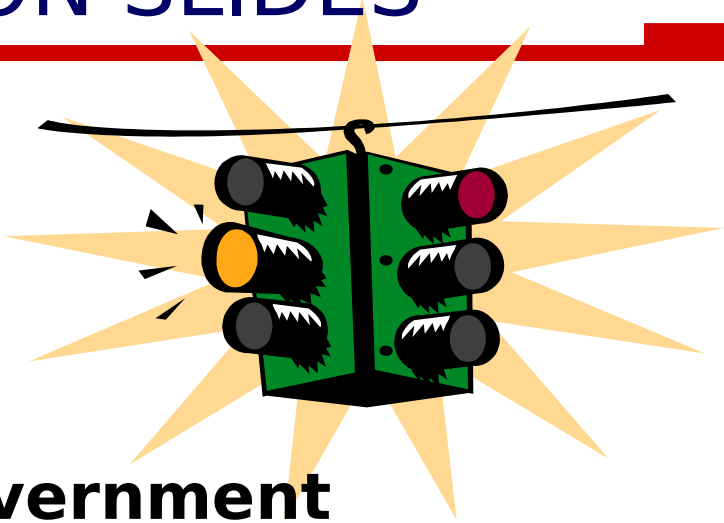
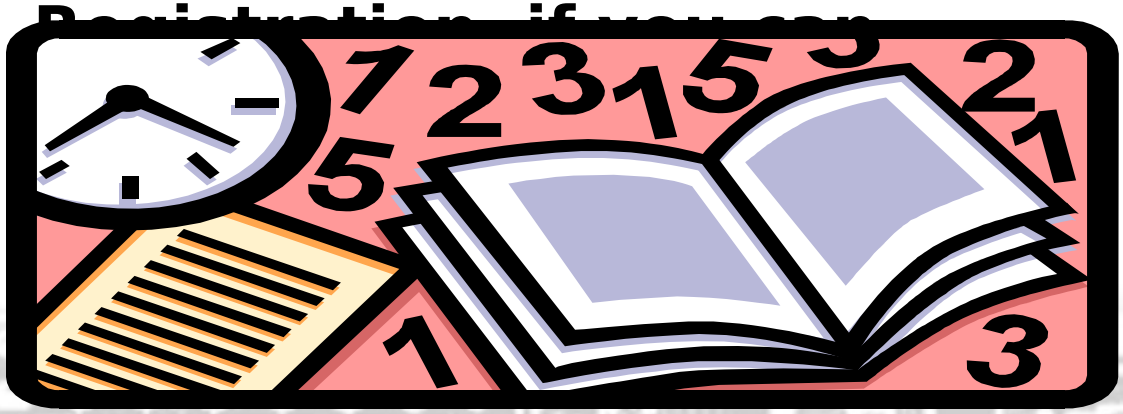
Defense Travel System

USER SELF REGISTRATION

SELF-REGISTRATION SLIDES



- **Please have your Government Credit Card and your bank information (Routing number and Checking or Savings Account number), prior to doing Self-**

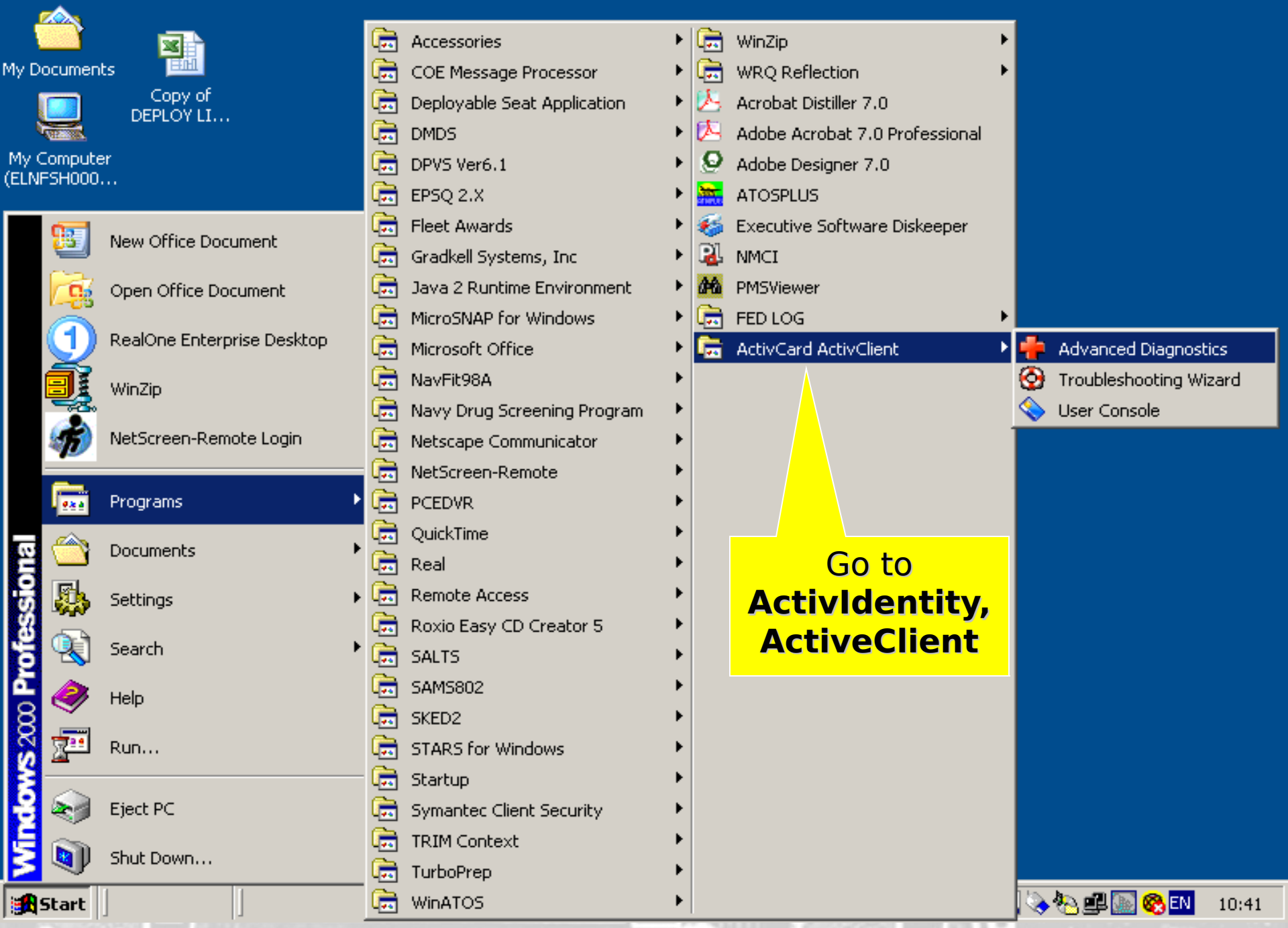


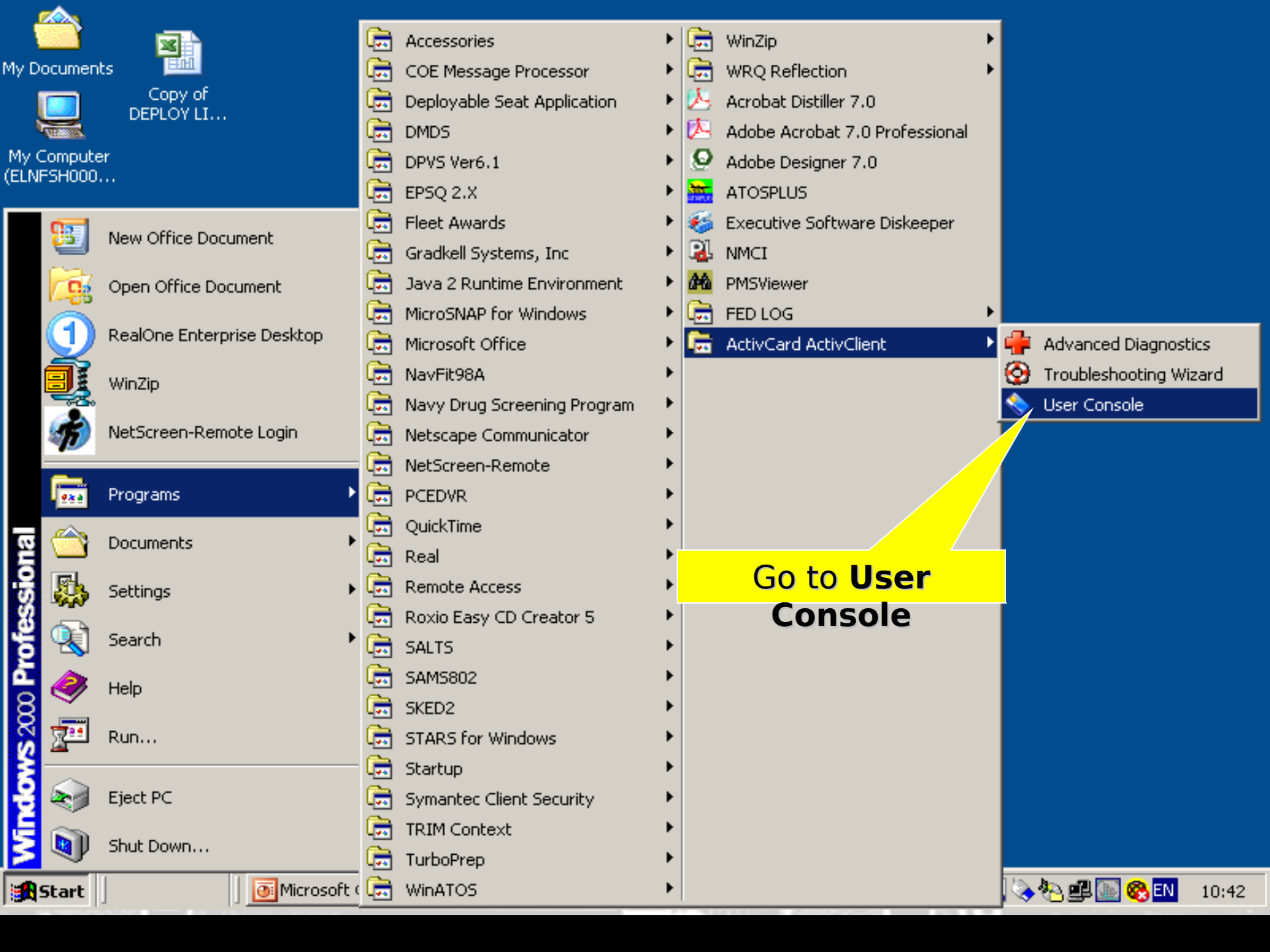
Minimum Requirements

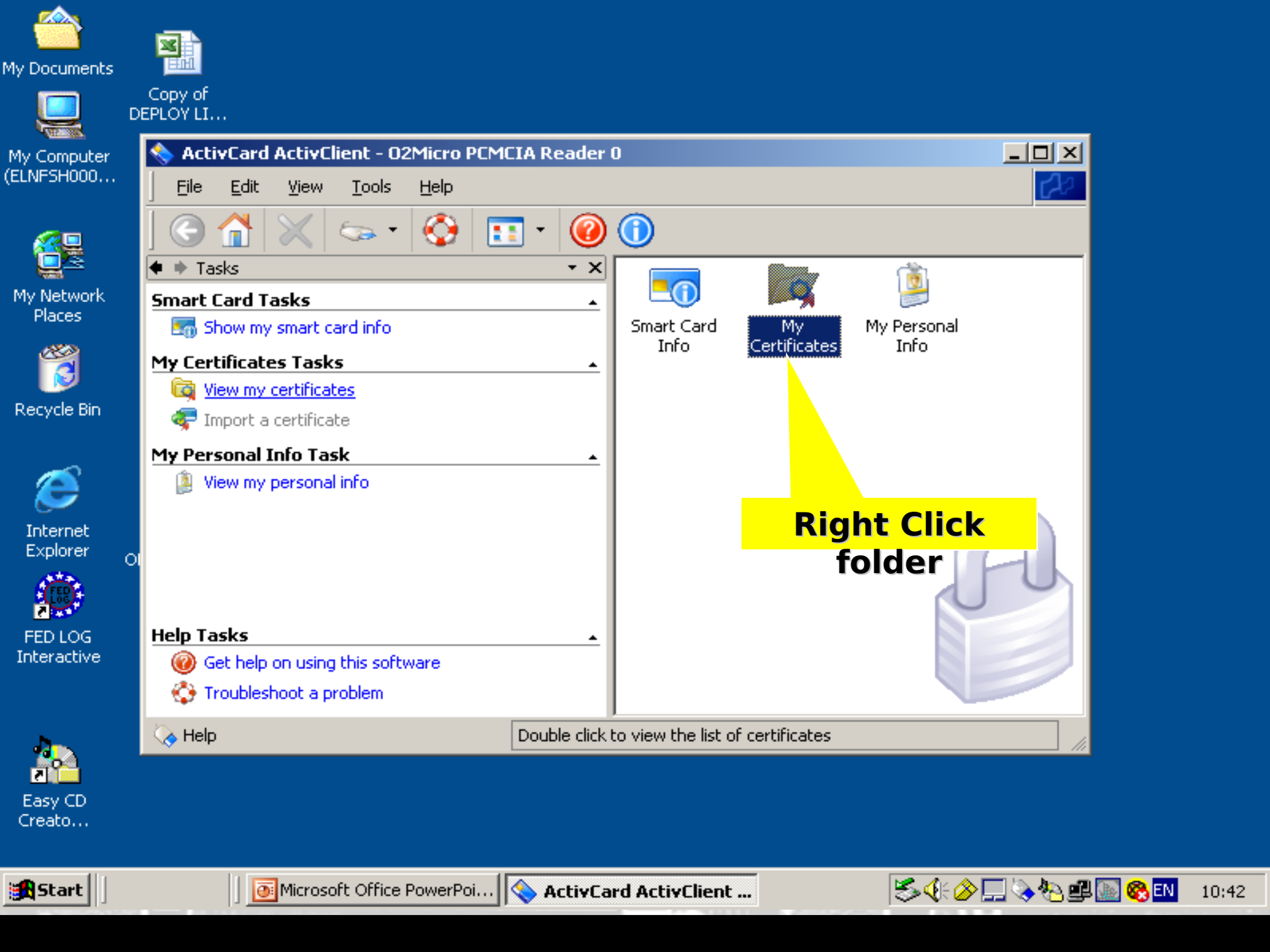
TO USE DEFENSE TRAVEL SYSTEM:

- Install DBsign on workstation
- Register all Certificates on ActivIdentity
- **PLEASE USE ALL CAPITAL LETTER during Self-Registration**

VERIFY CAC CERTIFICATES ARE INSTALLED


My Documents
Copy of DEPLOY LI...
My Computer (ELNFSH000...
New Office Document
Open Office Document
RealOne Enterprise Desktop
WinZip
NetScreen-Remote Login
Programs
Documents
Settings
Search
Help
Run...
Eject PC
Shut Down...
Windows 2000 Professional
Start
Accessories
COE Message Processor
Deployable Seat Application
DMDS
DPVS Ver6.1
EPSQ 2.X
Fleet Awards
Gradkell Systems, Inc
Java 2 Runtime Environment
MicroSNAP for Windows
Microsoft Office
NavFit98A
Navy Drug Screening Program
Netscape Communicator
NetScreen-Remote
PCEDVR
QuickTime
Real
Remote Access
Roxio Easy CD Creator 5
SALTS
SAMS802
SKED2
STARS for Windows
Startup
Symantec Client Security
TRIM Context
TurboPrep
WinATOS
WinZip
WRQ Reflection
Acrobat Distiller 7.0
Adobe Acrobat 7.0 Professional
Adobe Designer 7.0
ATOSPLUS
Executive Software Diskeeper
NMCI
PMSViewer
FED LOG
ActivCard ActivClient
Advanced Diagnostics
Troubleshooting Wizard
User Console
Go to
ActivIdentity,
ActiveClient
EN
10:41


My Documents
Copy of DEPLOY LI...
My Computer (ELNFSH000...
New Office Document
Open Office Document
RealOne Enterprise Desktop
WinZip
NetScreen-Remote Login
Programs
Documents
Settings
Search
Help
Run...
Eject PC
Shut Down...
Windows 2000 Professional
Start
Accessories
COE Message Processor
Deployable Seat Application
DMDS
DPVS Ver6.1
EPSQ 2.X
Fleet Awards
Gradkell Systems, Inc
Java 2 Runtime Environment
MicroSNAP for Windows
Microsoft Office
NavFit98A
Navy Drug Screening Program
Netscape Communicator
NetScreen-Remote
PCEDVR
QuickTime
Real
Remote Access
Roxio Easy CD Creator 5
SALTS
SAMS802
SKED2
STARS for Windows
Startup
Symantec Client Security
TRIM Context
TurboPrep
WinATOS
WinZip
WRQ Reflection
Acrobat Distiller 7.0
Adobe Acrobat 7.0 Professional
Adobe Designer 7.0
ATOSPLUS
Executive Software Diskeeper
NMCI
PMSViewer
FED LOG
ActivCard ActivClient
Advanced Diagnostics
Troubleshooting Wizard
User Console
Go to User Console
EN
10:42


My Documents
Copy of DEPLOY LI...
My Computer (ELNFSH000...
My Network Places
Recycle Bin
Internet Explorer
FED LOG Interactive
Easy CD Creato...
ActivCard ActivClient - O2Micro PCMCIA Reader 0
File Edit View Tools Help
Tasks
Smart Card Tasks
Show my smart card info
My Certificates Tasks
View my certificates
Import a certificate
My Personal Info Task
View my personal info
Help Tasks
Get help on using this software
Troubleshoot a problem
Smart Card Info
My Certificates
My Personal Info
Right Click folder
Help
Double click to view the list of certificates
Start
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ActivCard ActivClient ...
EN
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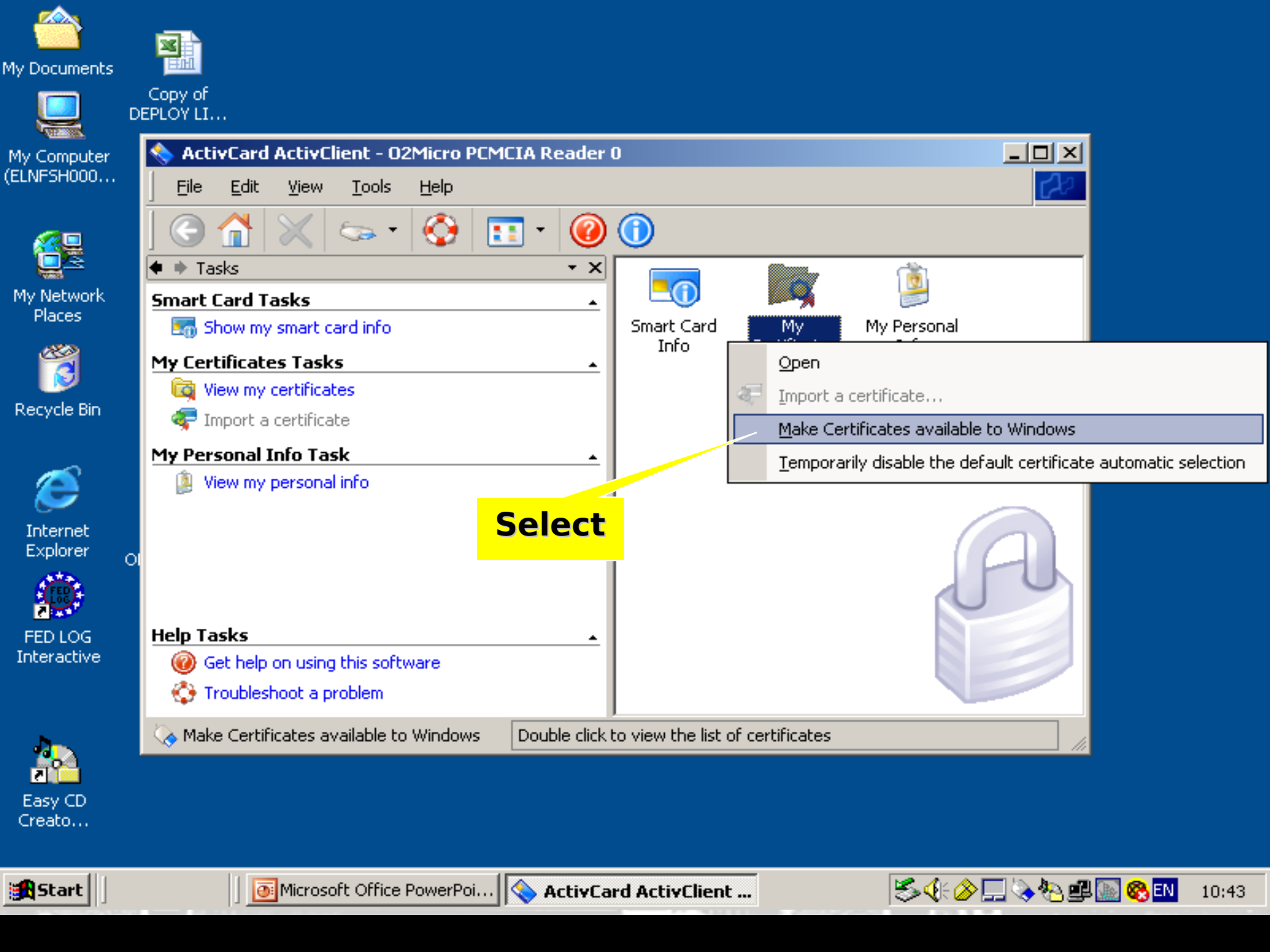
My Documents
Copy of DEPLOY LI...
My Computer (ELNFSH000...
My Network Places
Recycle Bin
Internet Explorer
FED LOG Interactive
Easy CD Creato...
ActivCard ActivClient - O2Micro PCMCIA Reader 0
File Edit View Tools Help
Tasks
Smart Card Tasks
Show my smart card info
My Certificates Tasks
View my certificates
Import a certificate
My Personal Info Task
View my personal info
Help Tasks
Get help on using this software
Troubleshoot a problem
Smart Card Info
My
My Personal
Open
Import a certificate...
Make Certificates available to Windows
Temporarily disable the default certificate automatic selection
Select
Make Certificates available to Windows
Double click to view the list of certificates
Start
Microsoft Office PowerPoi...
ActivCard ActivClient ...
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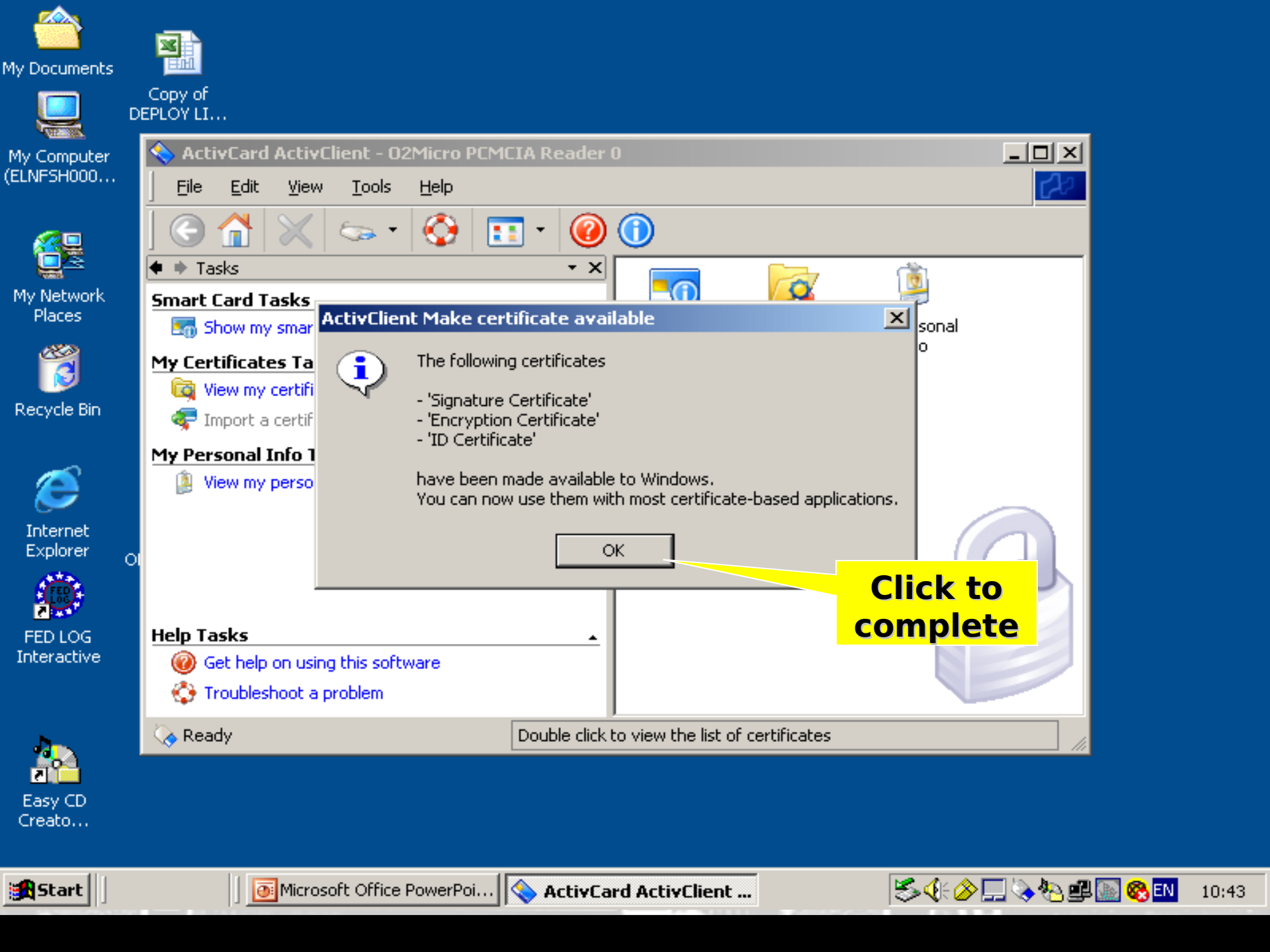
10:43


My Documents
Copy of DEPLOY LI...
My Computer (ELNFSH000...
My Network Places
Recycle Bin
Internet Explorer
FED LOG Interactive
Easy CD Creato...
ActivCard ActivClient - O2Micro PCMCIA Reader 0
File Edit View Tools Help
Tasks
Smart Card Tasks
Show my smar
My Certificates Ta
View my certifi
Import a certif
My Personal Info T
View my perso
Help Tasks
Get help on using this software
Troubleshoot a problem
ActivClient Make certificate available
The following certificates
- 'Signature Certificate'
- 'Encryption Certificate'
- 'ID Certificate'
have been made available to Windows.
You can now use them with most certificate-based applications.
OK
Click to complete
Ready
Double click to view the list of certificates
Start
Microsoft Office PowerPoi...
ActivCard ActivClient ...
EN
10:43

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.defensetravel.osd.mil/dts/site/index.jsp Go Links

Go to DTS website: **www.defensetravel.osd.mil**

Defense Travel System

A New Era of Government Travel

Search DTS Go!

- Home
- DTS Travel Center
- About DTS
- News & Events
- Training
- FAQs
- System Status
- Help Desk
- Documents & Downloads
- Contacts

Updates

Enter your email address below to subscribe to DTS email updates

email address

Subscribe

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Phase I & II Sites Online

Visit the new DTS Travel Center Website

A complement to the Defense Travel System Website

Look for these features:
Release Notes
How to... Guides
Helpful Documents
Milestone Schedule
Deployment Schedule

Click here to visit the website.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

Click ***LOGIN TO DTS*** to begin Self Registration

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

Notices

- Attach Electronic Travel Receipts to DTS Trip Record - Via FAX at (888) 222-5061
- Department of Defense Premium Travel Program

System Status

DTS

DTS is Available

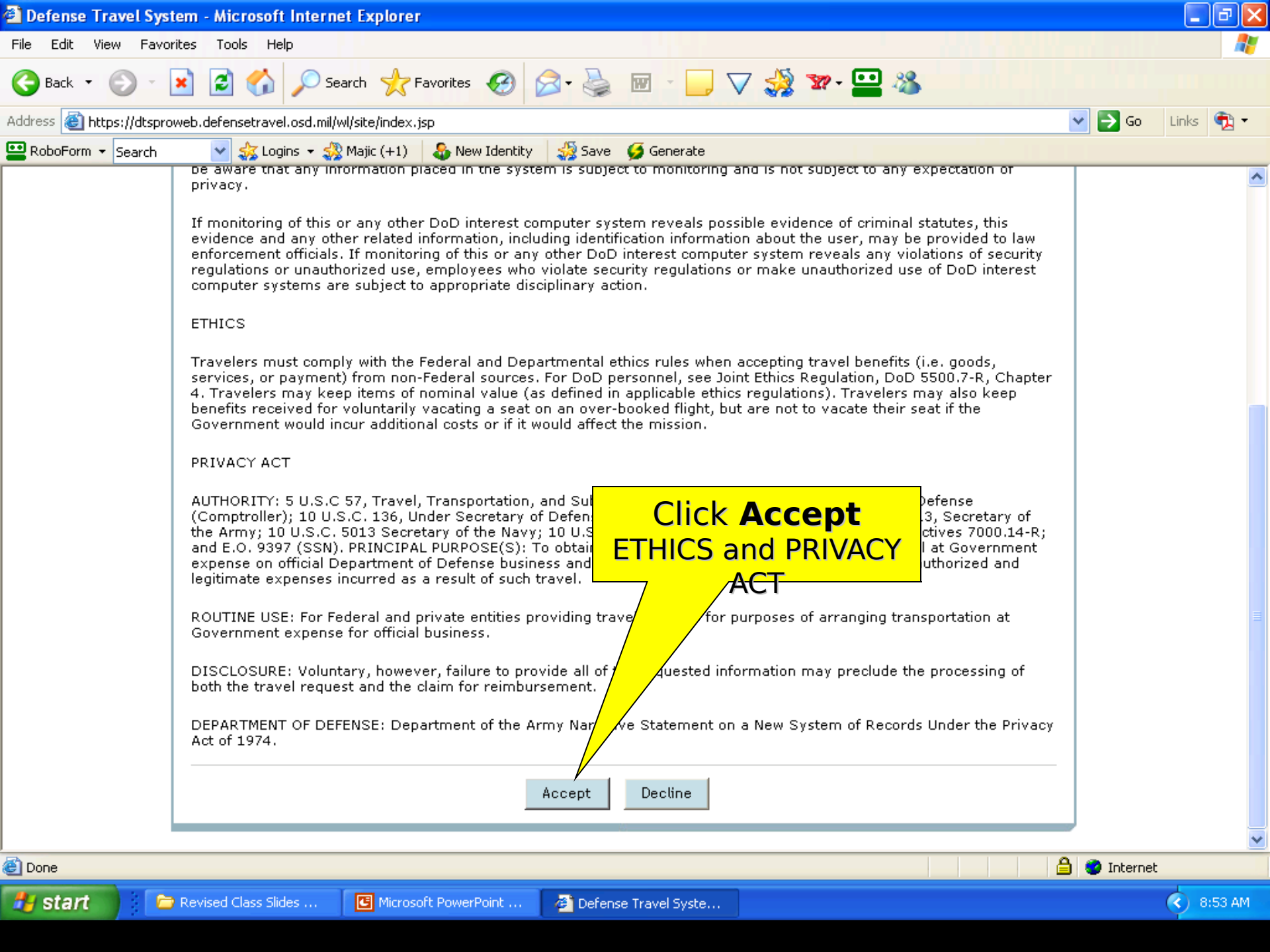
EWTS

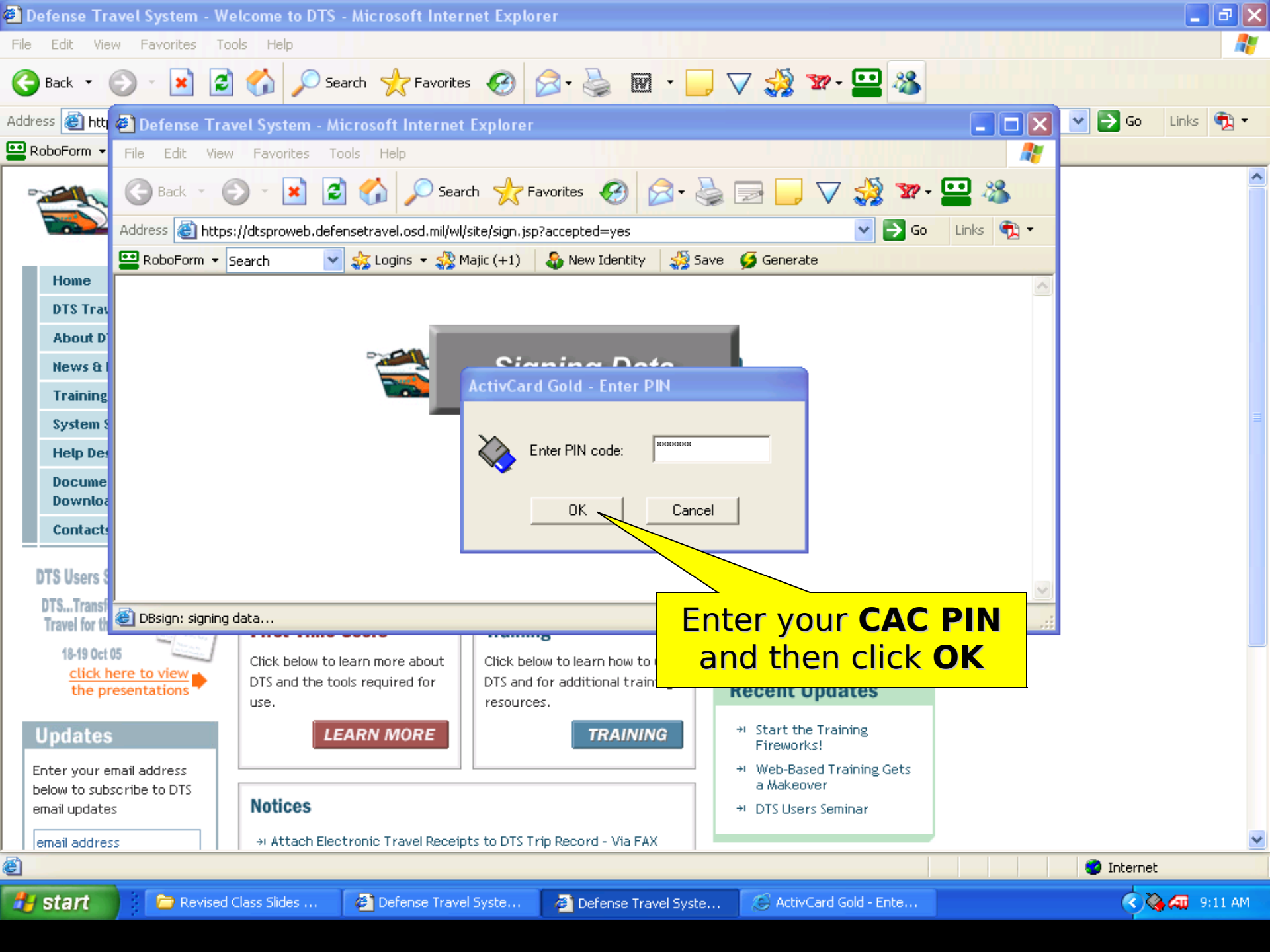
- DTS Seminar in Raleigh, NC Sets New Attendance Mark
- Upgrade to Monroe Complete
- Start the Training Fireworks!

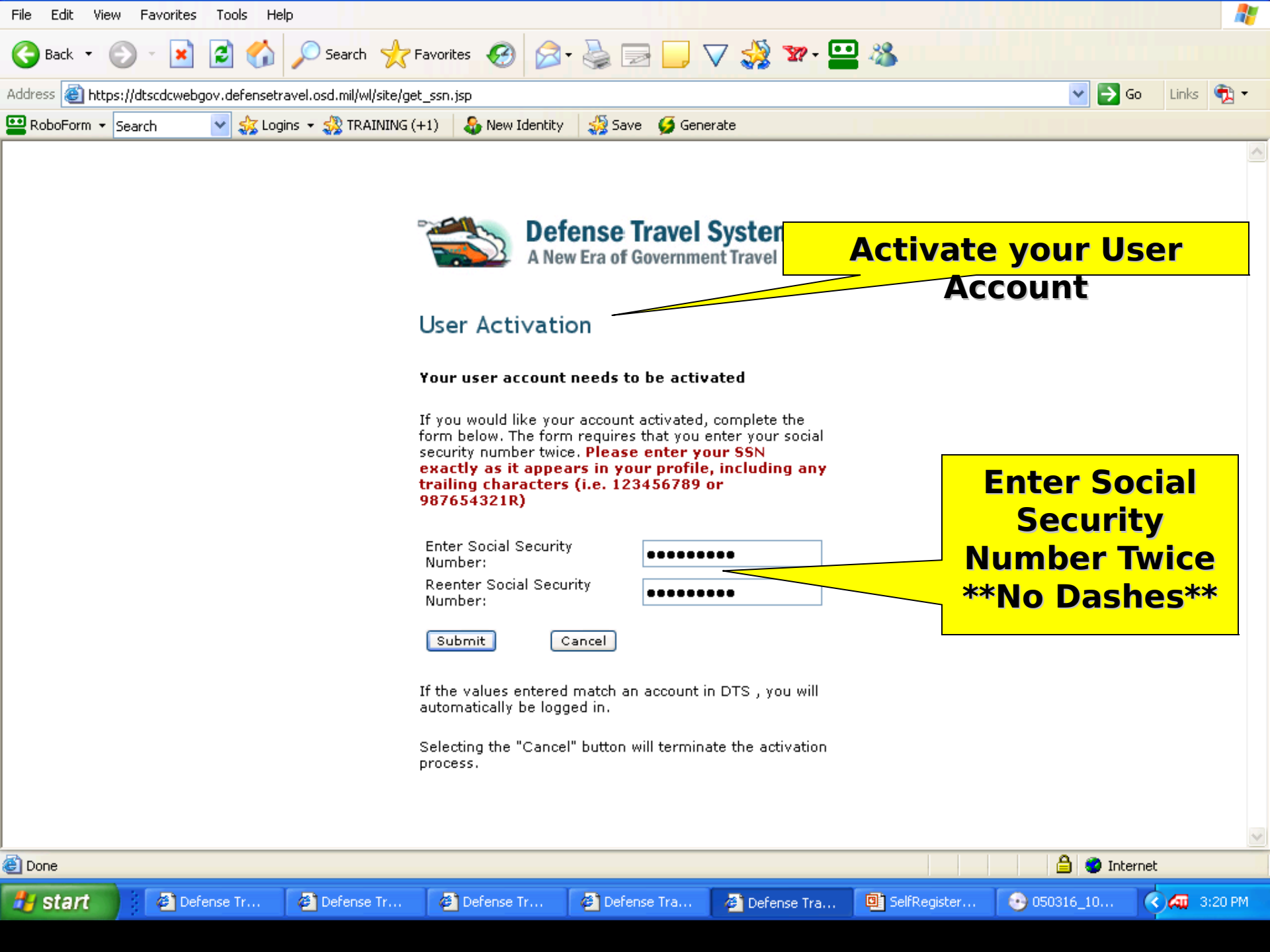
Start downloading from site: http://www.defensetravel.osd.mil/dts/site/index.jsp

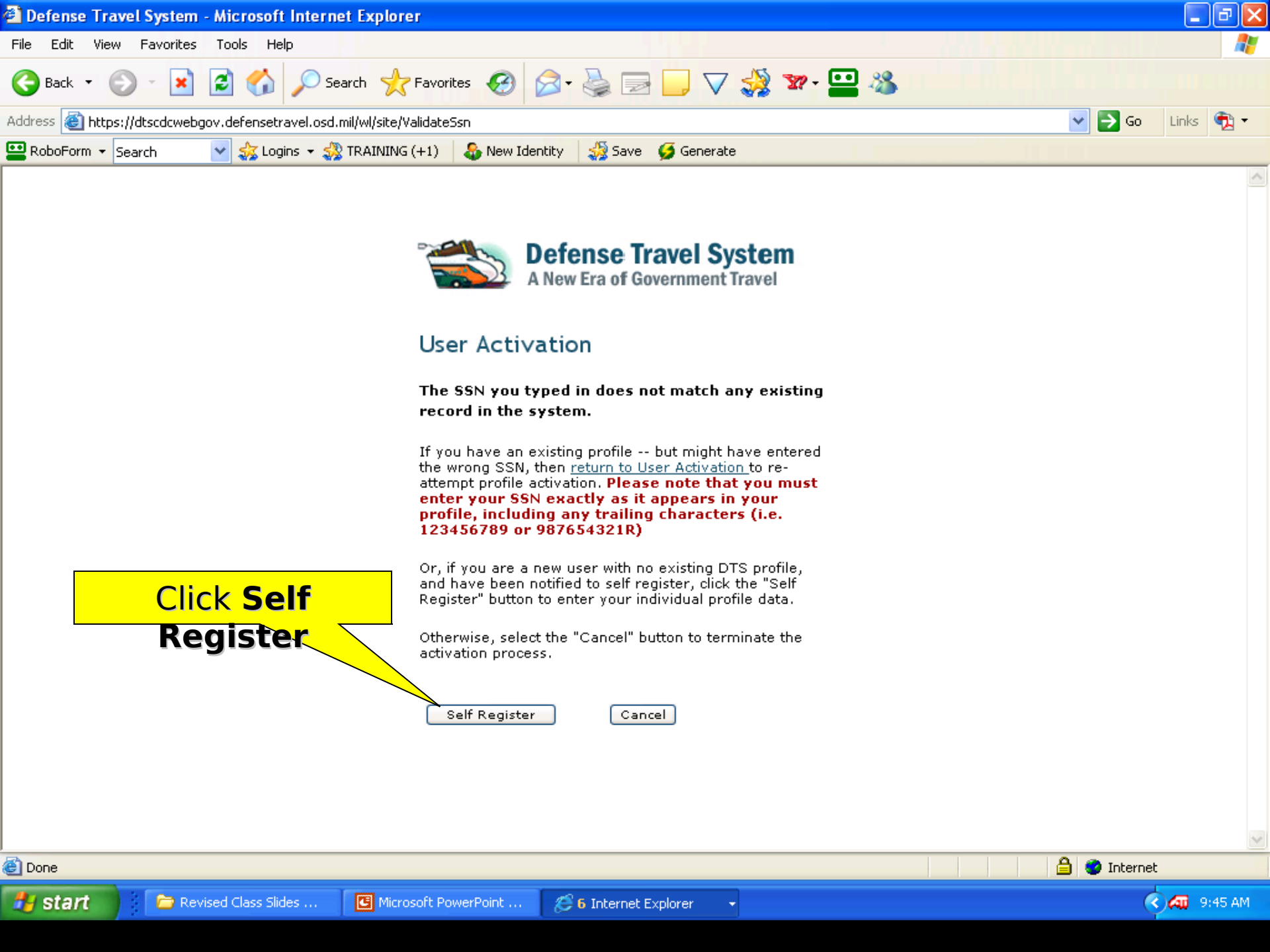
Internet

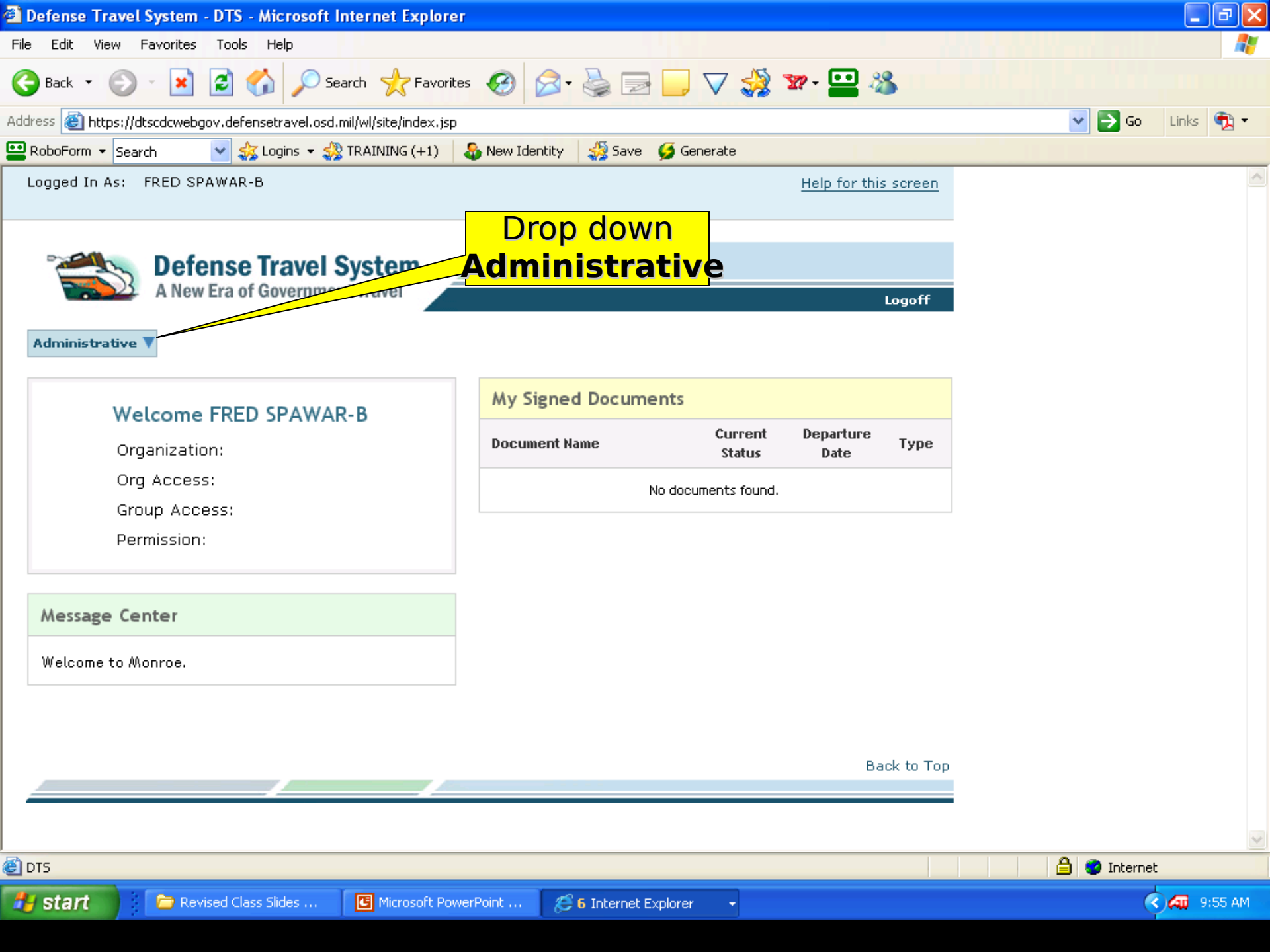
Start | Ernest Sepulveda (CACI ... | CBMU 202 | Microsoft PowerPoint - [... | Defense Travel Syste... | 10:38 AM

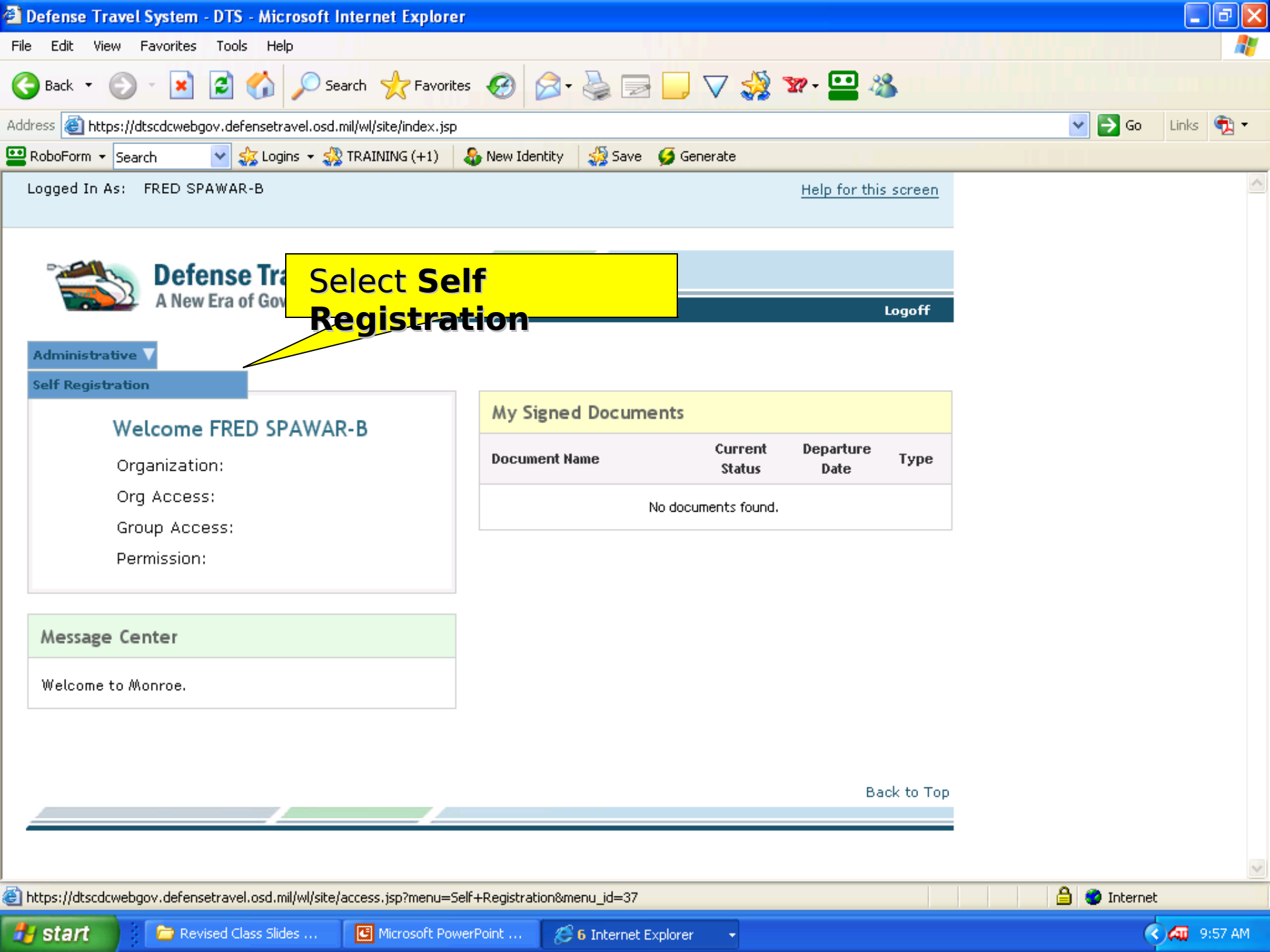

Defense Travel System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Go Links
RoboForm Search Logins Majic (+1) New Identity Save Generate
be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.
If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.
ETHICS
Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.
PRIVACY ACT
AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Sul
Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defen
3, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S
ctives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtai
l at Government expense on official Department of Defense business and
uthorized and legitimate expenses incurred as a result of such travel.
ROUTINE USE: For Federal and private entities providing trave
for purposes of arranging transportation at Government expense for official business.
DISCLOSURE: Voluntary, however, failure to provide all of
quested information may preclude the processing of both the travel request and the claim for reimbursement.
DEPARTMENT OF DEFENSE: Department of the Army Nar
ve Statement on a New System of Records Under the Privacy Act of 1974.
Accept
Decline
Click Accept ETHICS and PRIVACY ACT
Done
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
Defense Travel Syste...
8:53 AM


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer
Defense Travel System - Microsoft Internet Explorer
https://dtsproweb.defensetravel.osd.mil/wl/site/sign.jsp?accepted=yes
ActivCard Gold - Enter PIN
Enter PIN code:
OK
Cancel
DBsign: signing data...
Enter your CAC PIN and then click OK
Home
Updates
Notices
Recent Updates
LEARN MORE
TRAINING
start
Internet
9:11 AM


File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtscdcwebgov.defensetravel.osd.mil/wl/site/get_ssn.jsp
Go Links
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Defense Travel Syster
A New Era of Government Travel
Activate your User Account
User Activation
Your user account needs to be activated
If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)
Enter Social Security Number:
Reenter Social Security Number:
Enter Social Security Number Twice **No Dashes**
Submit
Cancel
If the values entered match an account in DTS , you will automatically be logged in.
Selecting the "Cancel" button will terminate the activation process.
Done
Internet
start
Defense Tr...
Defense Tr...
Defense Tr...
Defense Tra...
Defense Tra...
SelfRegister...
050316_10...
3:20 PM


Defense Travel System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtscdcwebgov.defensetravel.osd.mil/wl/site/ValidateSsn
Go Links
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Defense Travel System
A New Era of Government Travel
User Activation
The SSN you typed in does not match any existing record in the system.
If you have an existing profile -- but might have entered the wrong SSN, then return to User Activation to re-attempt profile activation. Please note that you must enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)
Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the "Self Register" button to enter your individual profile data.
Otherwise, select the "Cancel" button to terminate the activation process.
Click Self Register
Self Register
Cancel
Done
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
6 Internet Explorer
9:45 AM


Defense Travel System - DTS - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtscdcwebgov.defensetravel.osd.mil/wl/site/index.jsp
Go Links
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Logged In As: FRED SPAWAR-B
Help for this screen
Drop down
Administrative
Defense Travel System
A New Era of Governme
Logoff
Administrative
Welcome FRED SPAWAR-B
Organization:
Org Access:
Group Access:
Permission:
My Signed Documents
Document Name
Current Status
Departure Date
Type
No documents found.
Message Center
Welcome to Monroe.
Back to Top
DTS
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
6 Internet Explorer
9:55 AM


Defense Travel System - DTS - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtscdcwebgov.defensetravel.osd.mil/wl/site/index.jsp
Go Links
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Logged In As: FRED SPAWAR-B
Help for this screen
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A New Era of Gov
Logoff
Select Self Registration
Administrative
Self Registration
Welcome FRED SPAWAR-B
Organization:
Org Access:
Group Access:
Permission:
My Signed Documents
Document Name
Current Status
Departure Date
Type
No documents found.
Message Center
Welcome to Monroe.
Back to Top
https://dtscdcwebgov.defensetravel.osd.mil/wl/site/access.jsp?menu=Self+Registration&menu_id=37
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
6 Internet Explorer
9:57 AM

Defense Travel System
A New Era of Government Travel

Home | Basic Information | Additional Information | Submit Self-Registration

Current Date: 07-25-2006

Select **Basic Information**

Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting user/traveler profile for acceptance. Click on Basic Information above to complete your profile.

If you already have an existing user profile, and inadvertently created a self registration record, then click here to delete your staging profile. You will then be able to re-login and activate your production profile.

This is where you enter the data that goes into your DTS Personal Profile.

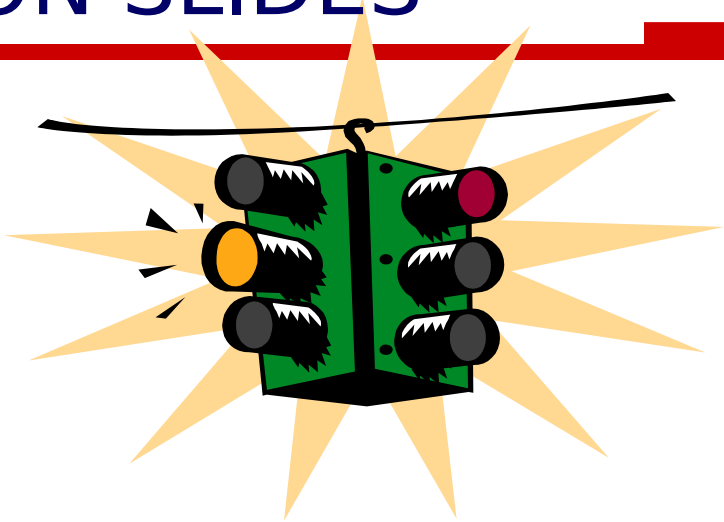
In the *Basic Information* section, some fields are marked with an asterisk (*) or are preceded by **bolded** text.

- If there is an asterisk to the left of a field, this data must be entered before you can submit your Self-registration. If you forget, DTS will prompt you
- If there is **bolded** text next to a field, this data must be entered so that all information on the page can be saved. This will save you some time in case you can't finish your Self-Registration at one sitting

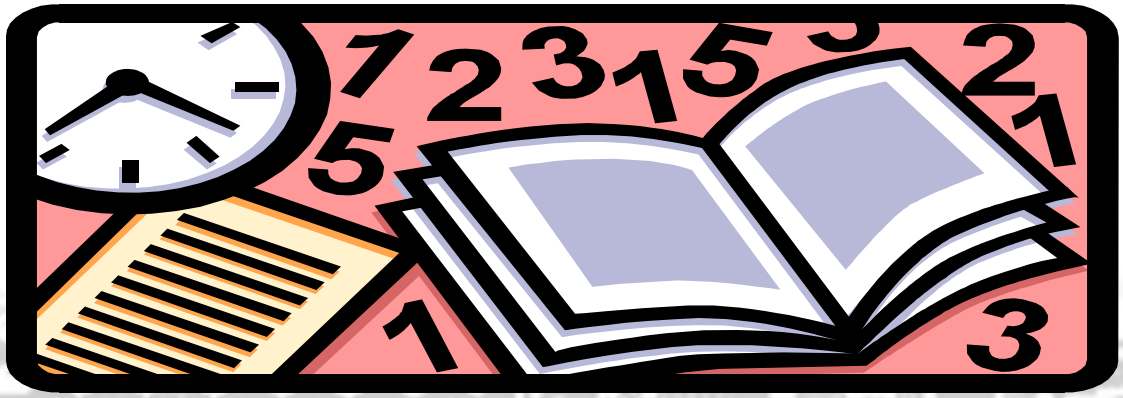
The *Additional Information* section is for data such as mailing addresses, air travel, lodging and car rental preferences, etc. DTS will automatically enter this data into your travel documents. You always have the option to change this information when you log into DTS. Just select *Profile* from the *Additional Options* section of the Authorization (or other travel document's)Toolbar.

Once you have completed the self-registration, submit it using the *Submit Self-Registration* section. You will be notified when you can begin to use DTS.

SELF-REGISTRATION SLIDES



- **USE ALL CAPITAL LETTER during Self-Registration. This includes email address.**



Logged In As: Doc PracticeA
Screen ID: 8001.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Home | Basic Information | Additional Information | Submit Self-Registration

Current Date: 07-25-2006

Field with '*' is a required field when you submit on the BASIC INFORMATION page.

Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

PLEASE USE ALL CAPITAL LETTER

MANDATORY INFORMATION

GENERAL INFORMATION

First Name: Doc

Last Name: PracticeA

Middle Initial:

SSN: 231080838

Gender: N/A

*** Email Address:**

Fill in required information Noted by Red arrows

MAILING ADDRESS

*** Mailing Street 1:**

Mailing Street 2:

*** City:**

*** State / Country:**

Click on the icon to select a value

*** Zip / Postal Code:**

ENTER E-MAIL ADDRESS **TWICE**

Logged In As: Doc PracticeA
Screen ID: 8001.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Home | Basic Information | Additional Information | Submit Self-Registration

Current Date: 07-25-2006

Field with '*' is a required field when you submit on the BASIC INFORMATION page.

Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

Mandatory Information

General Information

First Name: Doc

Last Name: PracticeA

Middle Initial:

SSN: 231080838

Gender: N/A

*** Email Address:**

Mailing Address

*** Mailing Street 1:**

Mailing Street 2:

*** City:**

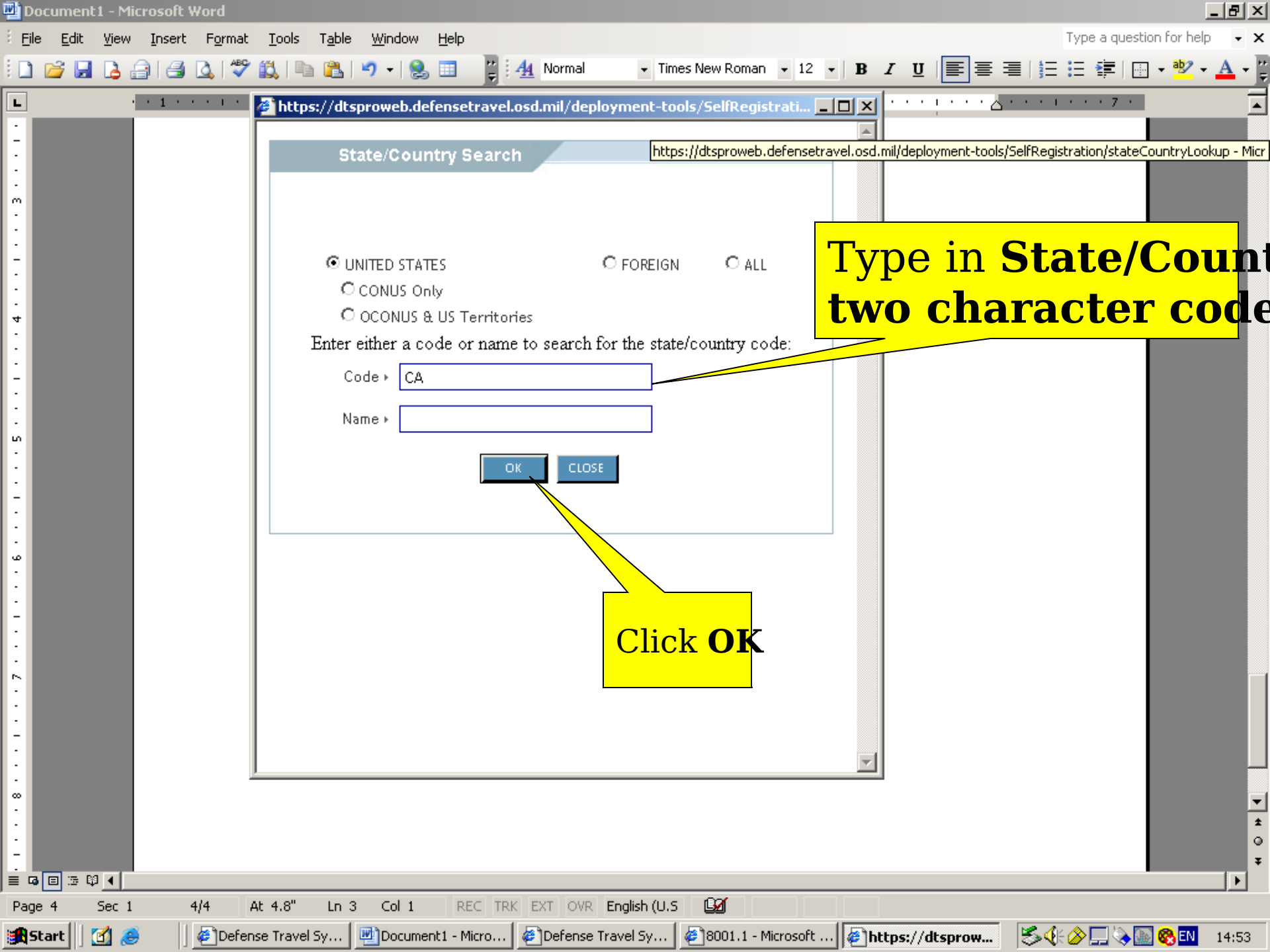
*** State / Country:**

Click on the icon to select a value

*** Zip / Postal Code:**

ENTER MAILING ADDRESS

Click magnifying glass to look up **State/Country**


Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal Times New Roman 12
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State/Country Search
https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/stateCountryLookup - Micr
UNITED STATES
FOREIGN
ALL
CONUS Only
OCONUS & US Territories
Enter either a code or name to search for the state/country code:
Code
CA
Name
OK
CLOSE
Type in State/Count
two character code
Click OK
Page 4 Sec 1 4/4 At 4.8" Ln 3 Col 1 REC TRK EXT OVR English (U.S
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Document1 - Micro...
Defense Travel Sy...
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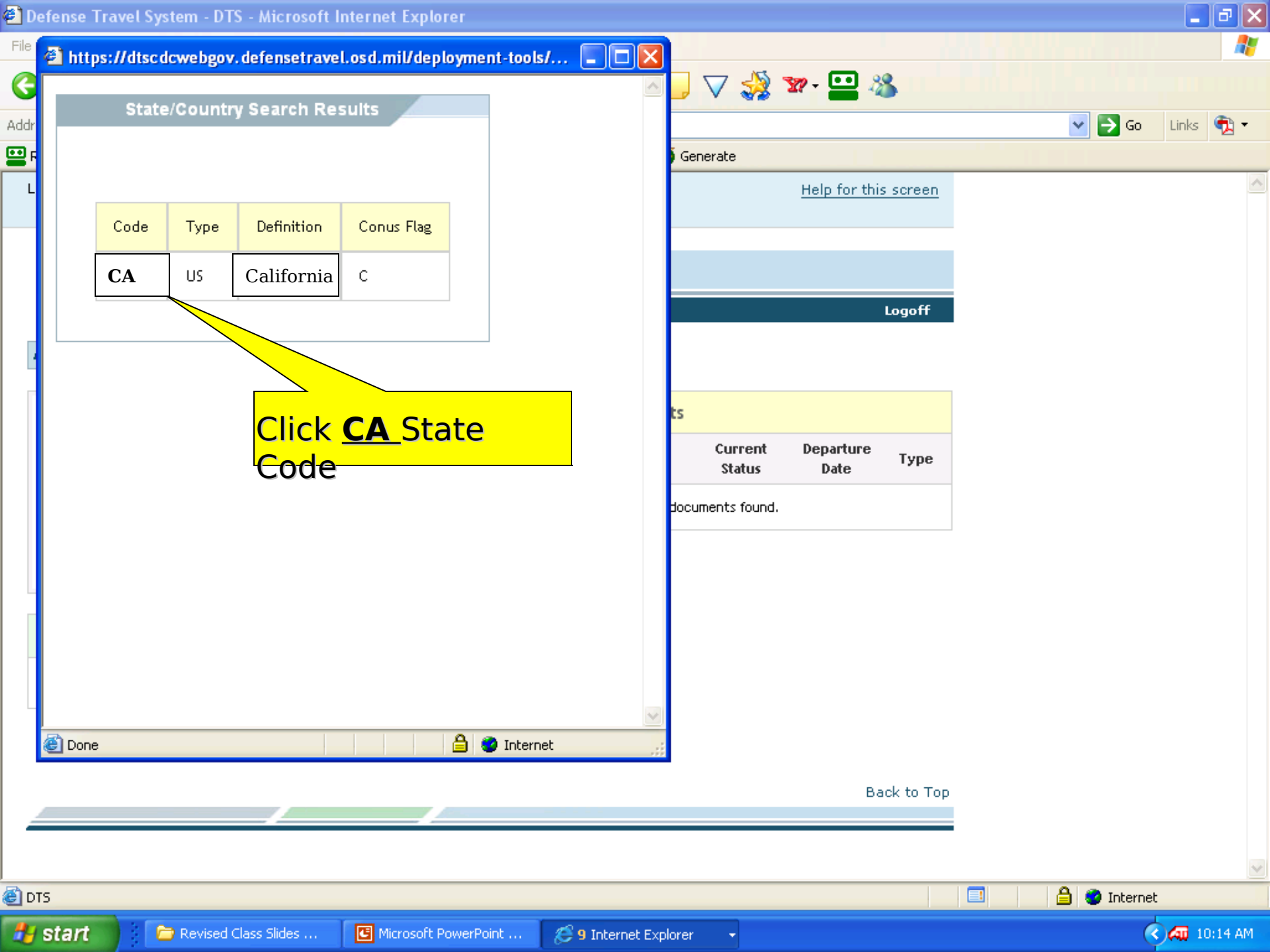
https://dtsprow...
14:53


Defense Travel System - DTS - Microsoft Internet Explorer
https://dtscdcwebgov.defensetravel.osd.mil/deployment-tools/...
State/Country Search Results
Code
Type
Definition
Conus Flag
CA
US
California
C
Click CA State Code
Help for this screen
Logoff
Current Status
Departure Date
Type
documents found.
Back to Top
Done
Internet
DTS
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
9 Internet Explorer
10:14 AM

* Mailing Street 1

Mailing Street 2

* City

* State / Country

Click on the icon to select a value

* Zip / Postal Code

Is this the same as Residence Address?

- (•) Yes
- ( ) No (If not, we'll ask you for it on the Additional Information page.)

Select **Yes** for Residence address

Required Work Information

Civilian / Military: Civilian

Title / Rank: AD-00

Tech Status

- ( ) Yes
- (•) No

* Organization

Click on the icon to select a value

Service / Agency of Assignment

Office Street 1

Office Street 2

City

State / Country

Click on the icon to select a value

Zip / Postal Code

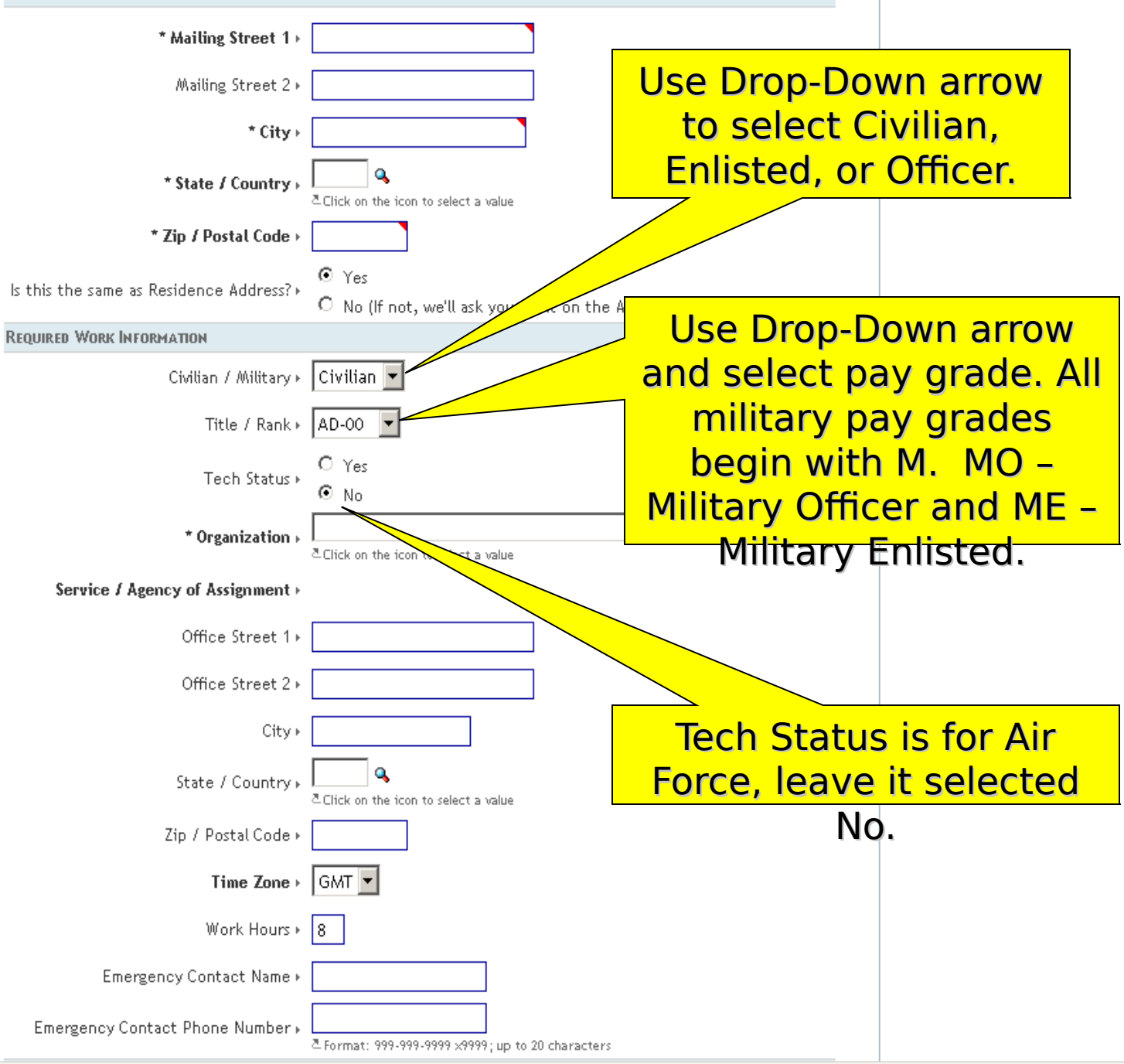
Time Zone: GMT

Work Hours: 8

Emergency Contact Name

Emergency Contact Phone Number

Format: 999-999-9999 x9999; up to 20 characters


* Mailing Street 1
Mailing Street 2
* City
* State / Country
Click on the icon to select a value
* Zip / Postal Code
Is this the same as Residence Address?
Yes
No (If not, we'll ask you
on the A
REQUIRED WORK INFORMATION
Civilian / Military
Civilian
Title / Rank
AD-00
Tech Status
Yes
No
* Organization
Click on the icon
a value
Service / Agency of Assignment
Office Street 1
Office Street 2
City
State / Country
Click on the icon to select a value
Zip / Postal Code
Time Zone
GMT
Work Hours
8
Emergency Contact Name
Emergency Contact Phone Number
Format: 999-999-9999 x9999; up to 20 characters
Use Drop-Down arrow to select Civilian, Enlisted, or Officer.
Use Drop-Down arrow and select pay grade. All military pay grades begin with M. MO – Military Officer and ME – Military Enlisted.
Tech Status is for Air Force, leave it selected No.

Mailing Street 2

* City

* State / Country

Click on the icon to select a value

* Zip / Postal Code

Is this the same as Residence Address?

- Yes
- No (If not, we'll ask you for it on the Additional Information page.)

Required Work Information

Civilian / Military: Civilian

Title / Rank: AD-00

Tech Status

- Yes
- No

* Organization

Click on the icon to select a value

Service / Agency of Assignment

Office Street 1

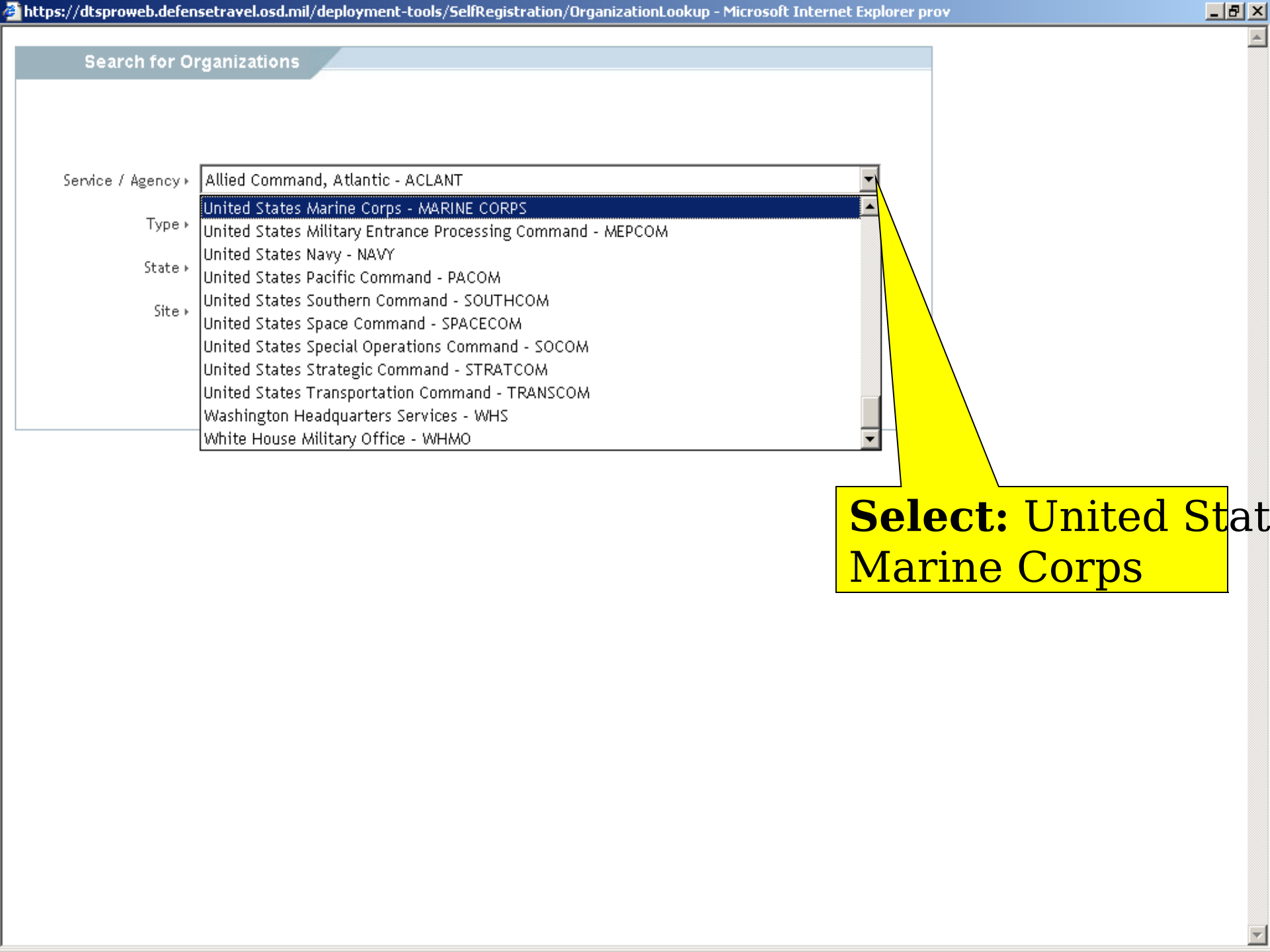
Office Street 2

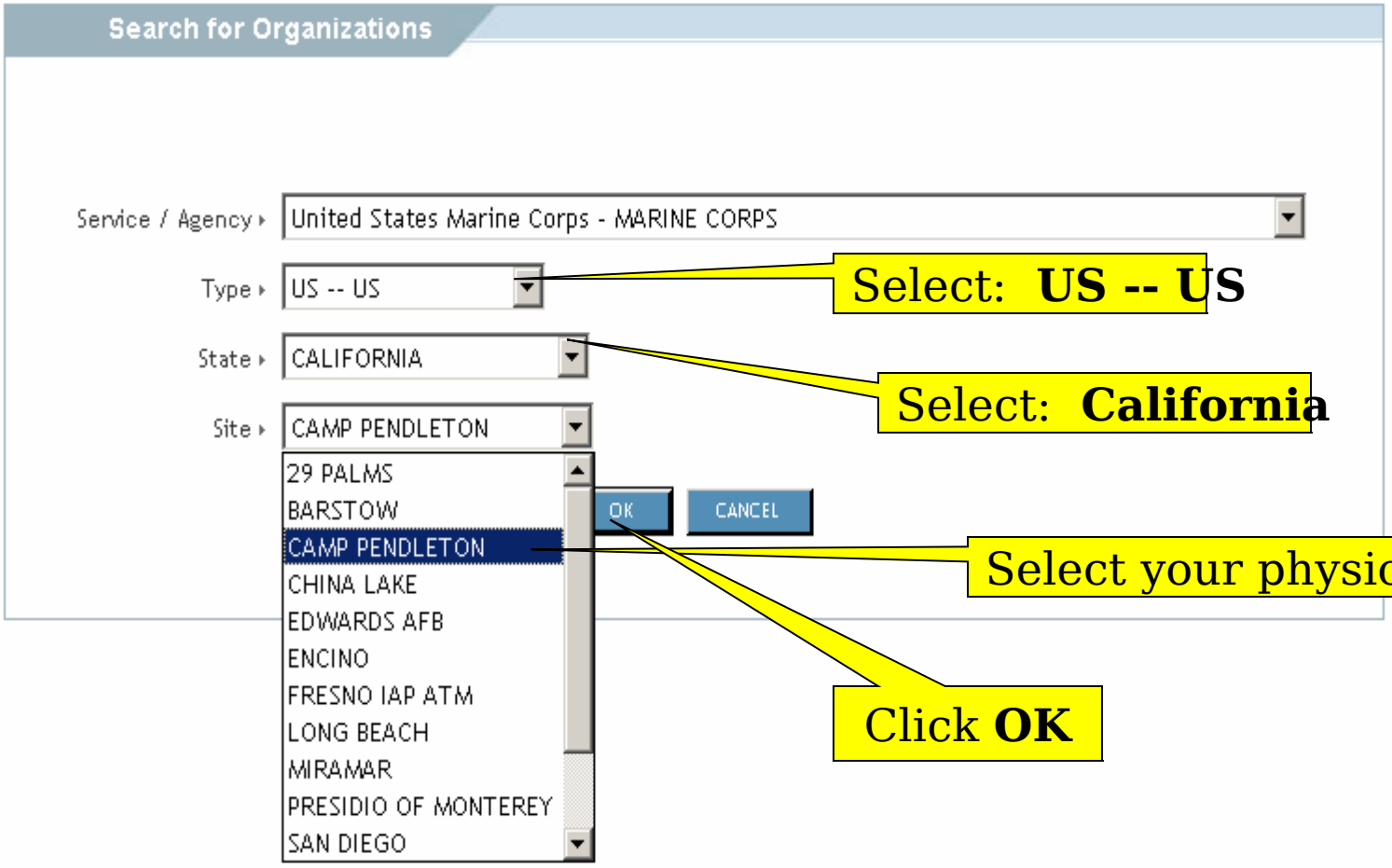
City

State / Country

Click on the icon to select a value

Click magnifying glass to search for your organizatio


https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/OrganizationLookup - Microsoft Internet Explorer prov
Search for Organizations
Service / Agency
Type
State
Site
Allied Command, Atlantic - ACLANT
United States Marine Corps - MARINE CORPS
United States Military Entrance Processing Command - MEPCOM
United States Navy - NAVY
United States Pacific Command - PACOM
United States Southern Command - SOUTHCOM
United States Space Command - SPACECOM
United States Special Operations Command - SOCOM
United States Strategic Command - STRATCOM
United States Transportation Command - TRANSCOM
Washington Headquarters Services - WHS
White House Military Office - WHMO
Select: United Stat
Marine Corps



Select information using the drop down arrows

Select	1MARDIV G2	MARINE CORPS	CALIFORNIA
Select	1MLG 7TH ESB	MARINE CORPS	CALIFORNIA
Select	1MLG CLR-11	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-13	MARINE CORPS	CALIFORNIA
Select	1MLG CLB1	MARINE CORPS	CALIFORNIA
Select	1MLG CLR-17	MARINE CORPS	CALIFORNIA
Select	1ST BN 11TH MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 1ST MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 4TH MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 5TH MAR	MARINE CORPS	CALIFORNIA

Service / Agency ▸ United States Marine Corps - MARINE CORPS

Type ▸ US -- US

State ▸ CALIFORNIA

Site ▸ CAMP PENDLETON

Page 1 of 12 NEXT LAST 224 total rows DONE

Search pages by clicking **NEXT** until you find you Organization

Select	11TH MARINE REGIMENT	MARINE CORPS	CALIFORNIA
Select	11TH MARINES HQ BTRY	MARINE CORPS	CALIFORNIA
Select	11th MEU, 1 MEF	MARINE CORPS	CALIFORNIA
Select	13th MEU, I MEF	MARINE CORPS	CALIFORNIA
Select	15th MEU, I MEF	MARINE CORPS	CALIFORNIA
Select	1MARDIV CHAPLAIN	MARINE CORPS	CALIFORNIA
Select	1MARDIV COMPTROLLER	MARINE CORPS	CALIFORNIA
Select	1MARDIV G2	MARINE CORPS	CALIFORNIA
Select	1MLG 7TH ESB	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-11	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-13	MARINE CORPS	CALIFORNIA

Click **Select** and **OK**

Title / Rank: ME-02

Active Reserve Category: A - Active Duty

Military Branch of Service: USMC - U.S. Marine Corps

Tech Status: ○ Yes ◉ No

Air Crew Status: ○ Yes ◉ No

*** Organization**: DM1F14169213007ESB

Click on the icon to select a value

Service / Agency of Assignment: MARINE CORPS

Office Street 1: 7TH ESB 1ST MLG

Office Street 2: P. O. BOX 555677

City: CAMP PENDLETON

State / Country: CA

Click on the icon to select a value

Zip / Postal Code: 92055

Time Zone: PST

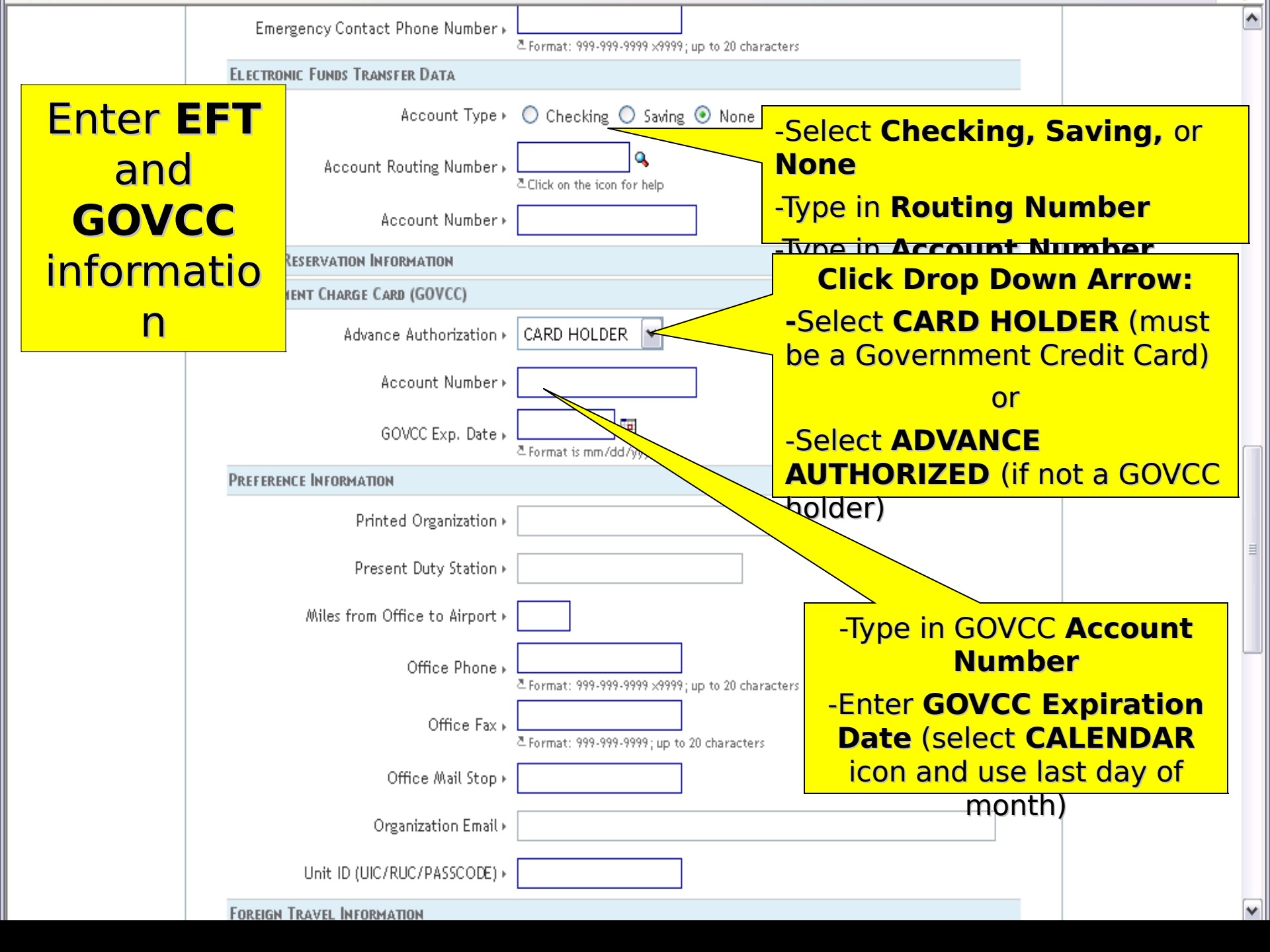
Work Hours: 8

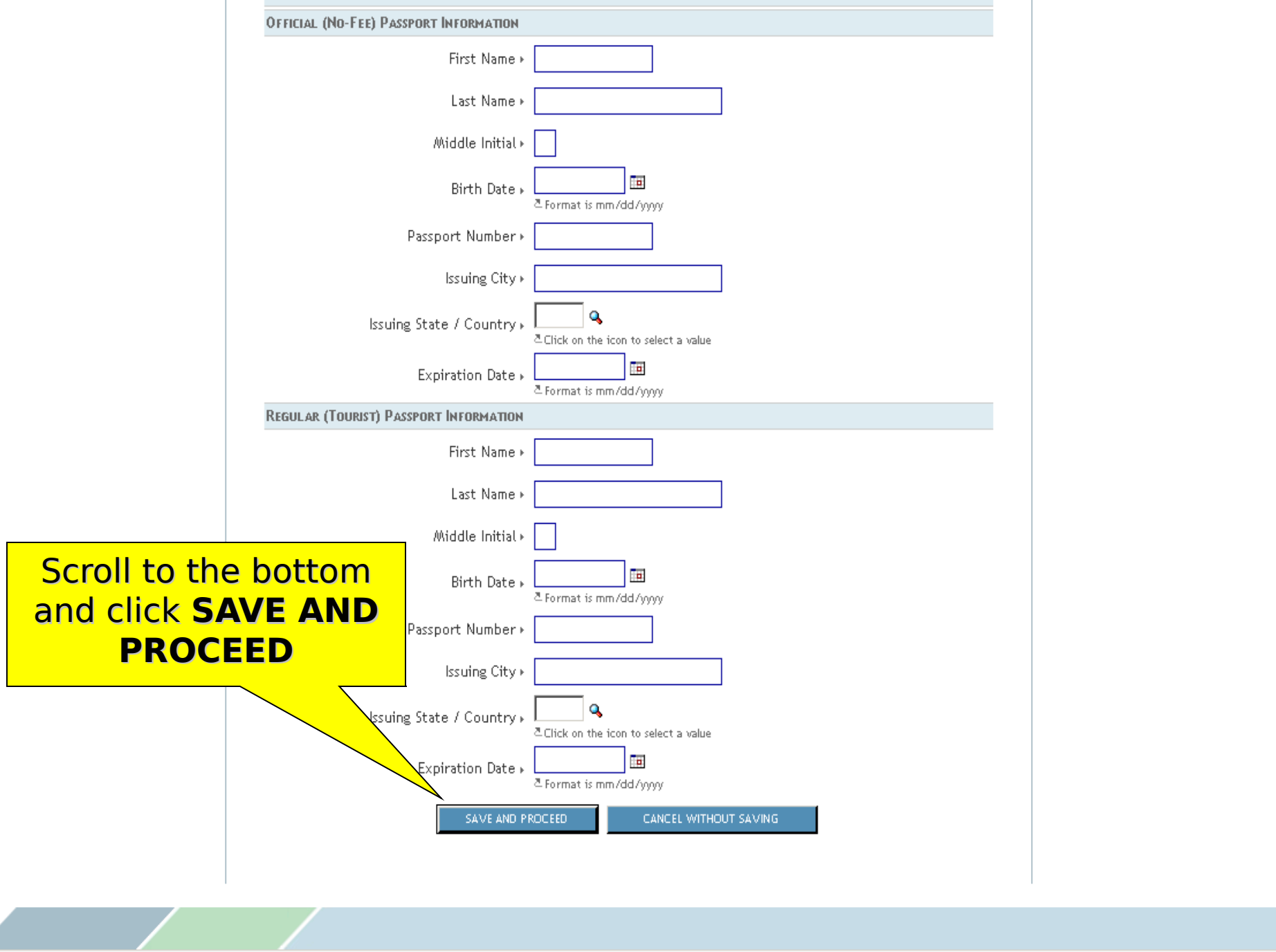
Emergency Contact Name: 7TH ESB OOD

Emergency Contact Phone Number: 760-725-5252

Format: 999-999-9999 x9999; up to 20 characters

Your command information will update into the Organization fields – **DO NOT CHANGE THIS INFORMATION**.


Emergency Contact Phone Number
Format: 999-999-9999 x9999; up to 20 characters
ELECTRONIC FUNDS TRANSFER DATA
Account Type
Checking
Saving
None
Account Routing Number
Click on the icon for help
Account Number
RESERVATION INFORMATION
NENT CHARGE CARD (GOVCC)
Advance Authorization
CARD HOLDER
Account Number
GOVCC Exp. Date
Format is mm/dd/yy
PREFERENCE INFORMATION
Printed Organization
Present Duty Station
Miles from Office to Airport
Office Phone
Format: 999-999-9999 x9999; up to 20 characters
Office Fax
Format: 999-999-9999; up to 20 characters
Office Mail Stop
Organization Email
Unit ID (UIC/RUC/PASSCODE)
FOREIGN TRAVEL INFORMATION
Enter EFT and GOVCC information
-Select Checking, Saving, or None
-Type in Routing Number
-Type in Account Number
Click Drop Down Arrow:
-Select CARD HOLDER (must be a Government Credit Card)
or
-Select ADVANCE AUTHORIZED (if not a GOVCC holder)
-Type in GOVCC Account Number
-Enter GOVCC Expiration Date (select CALENDAR icon and use last day of month)


OFFICIAL (NO-FEE) PASSPORT INFORMATION
First Name
Last Name
Middle Initial
Birth Date
Format is mm/dd/yyyy
Passport Number
Issuing City
Issuing State / Country
Click on the icon to select a value
Expiration Date
Format is mm/dd/yyyy
REGULAR (TOURIST) PASSPORT INFORMATION
First Name
Last Name
Middle Initial
Birth Date
Format is mm/dd/yyyy
Passport Number
Issuing City
Issuing State / Country
Click on the icon to select a value
Expiration Date
Format is mm/dd/yyyy
SAVE AND PROCEED
CANCEL WITHOUT SAVING
Scroll to the bottom and click SAVE AND PROCEED

Defense Travel System
A New Era of Government Travel

Home | Basic Information | Additional Information | Submit Self-Registration

Current Date: 07-25-2006

Field with '*' is a required field when you submit on the ADDITIONAL INFORMATION page.

Residence Address

* Residence Street 1
Residence Street 2
* Residence City CAMP PENDLETON
* Residence State / Country CA
Click on the icon to select a value
Residence Zip / Postal Code
Miles from Home to Airport
* Residence Phone
Format: 999-999-9999 x9999; up to 20 characters
Residence Fax
Format: 999-999-9999; up to 20 characters

Enter your **Residence Phone,** then scroll to bottom

Air Travel Preferences

Airport
Click on the icon to select a value
Preferred Seating
Special Meals
Special Needs

Frequent Flyer

Airport ▸

Click on the icon to select a value

Preferred Seating ▸

Special Meals ▸

Special Needs ▸

Frequent Flyer

- Add

Edit	Delete	Frequent Flyer No	Airline	Member No	Member Status

No data in query results.

Lodging Preferences

Preferred Lodging ▸

Lodging Special Needs ▸

Rental Car Preferences

Preferred Rental Car ▸

Rental Car Special Needs ▸

Personal Remarks ▸

Smoking Preferences

Smoker ▸ No Yes

SAVE AND PROCEED | CANCEL WITHOUT SAVING

Click
SAVE AND PROCEED

Logged In As: Doc PracticeA
Screen ID: 8003.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Home | Basic Information | Additional Information | Submit Self-Registration

Current Date: 07-25-2006

Click **Submit** to send profile to LDTA

You are going to submit the traveler profile to DTA.

SUBMIT CANCEL

https://dtscdcwebgov.defensetravel.osd.mil - Submitted confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

RoboForm Search Logins TRAINING (+1) New Identity Save Generate

Close Window

Defense Travel System
A New Era of Government Travel

Your self registration has been submitted. A DTA will review your registration and a notice will be sent to you either by email (if organization email is set) or by phone to let you know if your self registration is approved or rejected.

AFTER YOUR LDTA REVIEWS YOUR REGISTRATION, A NOTICE WILL BE SENT TO YOU, EITHER BY EMAIL OR PHONE, STATING YOUR SELF REGISTRATION IS ACCEPTED OR REJECTED. ONCE ACCEPTED, YOU CAN START USING DTS.

Done Internet

start Revised Class Slides ... Microsoft PowerPoint ... Defense Travel Syste... Defense Travel Syste... https://dtscdcwebgo... 10:39 AM

Any Questions?

- **Use DTS Website - Select Training**
- **Contact your ODTA**
- **Call your local helpdesk**

I Marine Expeditionary Force (I MEF)
IMEFDTShelpdesk@usmc.mil

I Marine Division (I Mar DIV)
IMARDIVDTShelpdesk@usmc.mil

I MEF Headquarters Group (I MHG)
IMHGDTShelpdesk@usmc.mil

I Marine Logistics Group (I MLG)
IMLGDTShelpdesk@usmc.mil

3rd Marine Air Wing (3rd MAW)
3MAW.DTS.REJECTS@usmc.mil